



NOTICE OF JOB VACANCY
Secondary Library Media Specialist
Lansing Eastern IB Magnet School
2016-17 School Year

Job No: #6793

Posting Timeline: July 12-22, 2016

Position: Secondary Library Media Specialist
Location: Eastern High School
Starting Date: 2016-17 School Year
Work Days per Week: 5 days
Hours per Day: 35 minimum (7 hours per day)
Salary: Per appropriate placement on the LSEA master agreement salary schedule
Bargaining Unit: LSEA

Join the Lansing School District and share in our mission to provide educational excellence in a safe and nurturing environment for all students!

Qualifications Required:

- Master Degree in Library Science preferred.
- Current Michigan Secondary Teaching Certificate with ND Endorsement is required
- Willingness to participate in professional development

Position Summary:

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning in all students and ensure equitable access to information
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program

Roles and Responsibilities:

- Sharing expertise by presenting at faculty meetings, parent meetings, and school board meetings,
- Creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- Remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs
- Advocating for school library programs and the guiding principles of the school library profession; the school librarian is an active, accessible, and informed proponent of the school library profession
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking

- Evaluating, promoting and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- Ensuring that school library program goals and objectives are aligned with school and district long-range strategic plans
- Using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives
- Arranging for flexible scheduling of the school libraries to provide student accessibility to staff and resources as point of need

(Job Description adapted from the American Association of School Librarians Sample Job Description, 2010)

**ONLY THOSE APPLICATIONS ASSIGNED TO A SPECIFIC JOB NUMBER WILL BE CONSIDERED;
A GENERAL APPLICATION DOES NOT SATISFY THE APPLICATION PROTOCOL.**

The Lansing School District accepts on-line applications only. Applicants are to submit a (1) Complete and detailed LSD Application (educational background, specialized/technical training, work experience, most recent performance evaluations), (2) Resume, (3) Cover Letter, (4) Letters of Recommendation, (5) Seniority Date (if applicant is an LSD bargaining unit member).

Any additional required documents(s) which an applicant is unable to upload electronically can be personally submitted or mailed to the address shown below before the posting expiration date. Please provide your name and indicate the job and job title on each submitted document.

Lansing School District, Attn: Human Resources Department, 519 W. Kalamazoo, Lansing, MI 48933 Phone: 517-755-2000 Fax: 517-755-2009

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